

Washington County

Job Description



Title:	Cadastral Mapper	
Division:	Mapping	Effective Date: 07/08
Department:	County Recorder	Last Revised: 03/16
Career Service:	Eligible	FLSA: Eligible

GENERAL PURPOSE

Performs a variety of **complex and technical duties** designed to expedite the creation of ownership plats, maps, and computerized accounts according to recorded legal documents recorded with the Washington County Recorder.

SUPERVISION RECEIVED

Works under the general supervision of the County Recorder or Cadastral Mapping Supervisor.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS

Researches ownership for various conveying documents; makes ownership changes to existing accounts to ensure accuracy of property tax assessments; reads and interprets surveys, legal descriptions parcel and plat maps; performs the drawing and updating of parcels and plats utilizing specialized software applications including, ArcGIS, CAD, Eagle, etc.; maintains computerized and mylar transparency plats.

Subdivides properties to create new accounts for taxation; calculates algebraic and trigonometric computations to determine and confirm accuracy of property closures according to legal documents; segregates parcels to include combining parcels, dividing parcels, creating new parcels ensuring accuracy of new or existing accounts; updates and maintains parcel layer of the GIS database; edits attribute components for the parcel layer and edits tabular data using relational database tools.

Utilizes AutoCad and ArcGIS software to draw, rule, print, mete, and plat property boundaries, lots, parcels, and subdivisions on mylar township maps showing bearings, distances, ownership, utilizes a variety of technical drafting tools; in maintaining and updating property descriptions from conveying documents; calculates acreage, assigns tax number; categorizes conveyances; ensures accuracy and processes newly recorded plat maps.

Locate legal descriptions for abstracting purposes and associate parcels to the appropriate accounts.

Establishes special service districts, annexations, taxation districts and property vacations; adds and deletes as directed; edits property and parcel accounts to ensure proper assignment to taxing districts, sets up or changes codes; coordinates with county IT as needed.

Coordinates with county assessor's staff as needed to remedy issues and questions related to property descriptions and ownership.

Maintain and process Record of Survey maps, index copies, scans and files for public use.

Performs general customer services; answers phone calls and responds to public inquiries; prepares correspondence and emails updated maps; provides information related to property locations.

Performs special projects; scans and archives electronic records of recorded and unrecorded survey maps to preserve for future use.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

- A. Graduation from high school; plus, two (2) years of specialized training in drafting and cadastral mapping obtained through technical college or in-service workshops and on-the-job training;

AND

- B. Four (4) years of related experience;

OR

- C. An equivalent combination of education and experience.

2. Required Knowledge, Skills, and Abilities:

Working knowledge of technical tools and equipment associated with drafting and cartography; mapping scales and their most appropriate use; basic survey practices and procedures; legal documents and terminology; land ownership and division practices; real estate laws; computer terminal operation and data interpretation related to property descriptions; the functions of the office of County Recorder; computerized mapping software and methods (ArcGIS, Eagle, AutoCad).

Skill in using computer aided drafting tools, i.e., ArcGIS, AutoCad, Eagle, etc.

Ability to plat ownership maps from property descriptions; letter and draw clearly and artistically; read and understand legal documents; perform complex mathematical computations; operate a scientific calculator and standard office equipment; work independently; communicate effectively, verbally and in writing; develop effective working relationships with supervisors, fellow employees, and the public.

3. Special Qualifications:

Must be or become certified by State of Utah in Cadastral Mapping.

4. Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, talking, hearing and seeing. Rapid work speed required to perform keyboard operations. Common eye, hand, finger, leg and foot dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability and discriminating thinking.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____
(Employee)